



California Coastal Commission

# **JOB ANNOUNCEMENT**

## **FRONT OFFICE SUPPORT POSITION**

**OFFICE TECHNICIAN OR OFFICE ASSISTANT**

**CENTRAL COAST DISTRICT OFFICE — SANTA CRUZ**

**FULL-TIME, 12 MONTH LIMITED TERM POSITION**

**(WITH THE POSSIBILITY OF EXTENSION OR PERMANENT)**

A limited term, full-time Front Office Support Position is available in the Coastal Commission's Central Coast District Office in Santa Cruz. The Central Coast District office has responsibility for carrying out requirements of the California Coastal Act in the coastal zone of Santa Cruz, Monterey, and San Luis Obispo Counties, including the incorporated cities therein (Cities of Santa Cruz, Capitola, Watsonville, Marina, Sand City, Seaside, Monterey, Pacific Grove, Carmel, Morro Bay, Pismo Beach, and Grover Beach). The Front Office Support Position is a crucial part of the Commission's Central Coast Program, and we are looking for a dedicated front office professional to add to our team. The position must be staffed from the State employment lists for Office Technician (Typing) or (General) or Office Assistant (Typing) or (General), and thus candidates for the position need to make sure that they take all necessary steps to be on these State lists (see "Examination" section below). The position is designed as a limited term position for 12 months, but there is the possibility for the position being extended and/or made permanent for the right person.

### **DUTIES:**

- Answering and referring telephone calls.
- Maintaining a clean and attractive reception area.
- Greeting the public and providing information on Commission procedures.
- Assisting permit applicants.
- Logging in and receiving applications for coastal permits.
- Assisting in the review of permit applications for completeness.
- Processing incoming mail.
- Office filing & records management, including lifting boxes averaging 35 lbs.
- Copying and distributing staff reports and permits.
- Word processing/typing/data entry.
- Inventory & ordering office supplies.
- Prepare & process mail, courier packets, and hearing notices.

A desire to maintain good relations with the public is critical. Computer and word processing skills are also required. The level and complexity of the work will depend on the level at which the position is filled.

### **WHO SHOULD APPLY:**

To apply, you need to be eligible for appointment to the California civil service classification of Office Technician (Typing) or (General) or Office Assistant (Typing) or (General). Current state employees or former state employees with transfer or reinstatement rights to this classification or an equivalent classification are eligible. NOTE: In order to transfer, you **must** meet the minimum qualifications for the Office Technician classification. Appointment is subject to the State Restriction of Appointment

(SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Job Title section on the State Application Form #678.

**EXAMINATION:**

If you are not currently eligible for appointment to the Office Technician (Typing) or (General) or Office Assistant (Typing) or (General) classifications, you may gain eligibility by participating in the examination offered by CalHR. Go to <https://jobs.ca.gov/JOBSGEN/4PB24.PDF> to see the Office Technician exam bulletin. The Office Technician examination is currently being offered in San Francisco on Monday, January 26. On-line registration opens at 2:00pm on January 22. NOTE: This examination is not being given by the California Coastal Commission; however, we are able to use the resulting list to make an appointment.

**SALARY:**

Office Assistant (General)	\$2,115 - \$2,910 per month
Office Assistant (Typing)	\$2,186 - \$2,969 per month
Office Technician (General)	\$2,691 - \$3,371 per month
Office Technician (Typing)	\$2,740 - \$3,429 per month

**CONTACT:** Susan Craig, Central Coast District Manager  
(831) 427-4863

**FILING:** The position will be open until filled. We would like to fill the position as soon as possible, so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. No relocation expenses are offered. Submit State Application Form 678 (indicate Office Technician in Santa Cruz):

Human Resources Office  
CALIFORNIA COASTAL COMMISSION  
45 Fremont Street, Suite 1930  
San Francisco, CA 94105-2219  
(415) 904-5430 / toll free: 1-866-831-2540

For more information about the California Coastal Commission and what we do and to obtain a State Application Form 678, visit our website at: [www.coastal.ca.gov](http://www.coastal.ca.gov). If you have questions you may e-mail us at [HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov) or call the above numbers.

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

California Relay Service for the Hearing Impaired call 711